

MODEL BYLAWS OF THE
[enter name of committee as set forth in Enabling Resolution**]**

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. **[**enter number of Enabling Resolution**]** adopted by the Leon County Board of County Commissioners (hereinafter the "BCC") on **[**enter date of adoption of Enabling Resolution**]**, the **[**enter name of committee as set forth in Enabling Resolution**]** (hereinafter the "Committee") hereby adopts as its Bylaws the following:

ARTICLE I.
APPLICABLE FLORIDA LAWS AND BCC POLICIES

Section 1.1 Public Records Law and E-Mails: Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BCC Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Committee shall be provided a copy of BCC Policy 96-4.

Section 1.2 Government In the Sunshine Law: Each member of the Committee shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 1.3 Code of Ethics: The Committee shall comply with the following state laws and BCC Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Committee shall comply with Section 112.3143, Florida Statutes, "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143.

Clause 1.3.2 Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

ARTICLE II.
OFFICERS AND DUTIES

Section 2.1 Immediately upon adoption of these Bylaws, the Committee shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve **[**PICK ONE (until the dissolution of the Committee) (a term of one year)**]**.

Section 2.2 The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 2.3 In the event that either the Chairperson or the Vice-Chairperson is unable to complete their terms, the Committee shall, as soon as reasonably possible, elect a replacement from among its members.

ARTICLE III. TERM OF MEMBERS

Section 3.1 Each member shall serve on the Committee **[**PICK ONE (until the dissolution of the Committee) (for a term of _____ year(s))**]**. **[**If applicable, add language to address the staggering of membership terms**]**

Section 3.2 **[If applicable, add language to address how members will be replaced or reappointed at the end of their terms**]**

ARTICLE IV. MEETINGS

Section 4.1 **Regular Meetings:** The Committee shall hold regular meetings at a place and time agreeable to the members. Such regular meetings shall begin at **[**enter beginning time of meetings**]** and be held at **[**enter place at which meetings will be held**]** unless an alternate time and location is selected by the Committee. The duration of meetings shall not exceed **[**enter number of hours**]** hours unless extended by a majority vote of the Committee. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 4.2 **Special Meetings:** The Chairperson may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meeting may be convened only after notification is given to each member of the Committee and after public notice is given no later than forty-eight (48) hours before the special meeting is scheduled to begin.

Section 4.3 **Public Participation:** Although all meetings of the Committee will be open to the public, the Committee is not obligated to honor requests from the public to participate in the meetings. The Committee may, by majority vote, allow limited participation by the public if it deems it appropriate.

Section 4.4 **Meeting Agendas:** The County Staff Support Person shall assist the Chairperson of the Committee in developing an agenda for each meeting of the Committee. Any member of the Committee may request that appropriate items be placed on the agenda.

Section 4.5 **Official Acts and Quorum:** Any and all official acts by the Committee shall require a majority vote of the members present. However, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

Section 4.6 **Meeting Minutes:** Minutes shall be taken at all regular and special meetings of the Committee. The County Staff Support Person shall assist the Chairperson in determining the manner in which the minutes of the meeting shall be prepared and filed with the County in accordance with BCC Policy No. ____, "Board-Appointed Advisory Committees".

Section 4.7 **Procedure:** Roberts' Rules of Order Revised shall govern the procedure of all meetings.

ARTICLE V. AMENDMENTS TO BYLAWS

Section 5.1 **Amendments:** At any regular or special meeting of the Committee, these Bylaws may be amended by an affirmative vote of a **[**PICK ONE (majority) (supermajority)**]** of the members present at the meeting. **[**Include this sentence if applicable: For purposes of this section, a supermajority shall comprise no fewer than (*enter a fraction or percentage greater than one-half*) of the current membership of the Committee.]**

Section 5.2 **Approval:** The Amended Bylaws shall become effective upon the approval of the County Administrator and the County Attorney.

ARTICLE VI. ATTENDANCE AND REPLACEMENT OF MEMBERS

Section 6.1 **Attendance at Meetings:** In the event a member is absent from two of three successive regular meetings of the Committee, the member may be dismissed from the Committee at the discretion of either the Chairperson or the County Staff Support Person. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

Section 6.2 **Replacement of Members:** In the event a vacancy occurs in the membership of the Committee, either through dismissal, voluntary termination, or other means, the County Staff Support Person shall assist the Chairperson in determining whether the vacancy should be filled. If it is determined that the vacancy will be filled, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to advisory committees contained in BCC Policy No. _____, "Board-Appointed Advisory Committees".

ARTICLE VII. SPECIAL PROVISIONS

[Add any special provisions or requirements applicable only to this committee, such as legal requirements in statutes, ordinances, or policies; if there is a conflict between the legal requirements and any provisions in these Model Bylaws, you should follow the legal requirements and omit the conflicting language from the Model Bylaws**]**

Approved As To Form and Content:

County Administrator's Office

County Attorney's Office

BY: _____
Parwez Alam
County Administrator

BY: _____
Herbert W. A. Thiele
County Attorney

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